

**Department of Veterans Affairs
1227 "O" Street, Room 404
Sacramento, California 95814**

NOTICE OF CHANGE*

Exam Title: Security Guard

Spot Location: Sacramento Headquarters/Barstow/ChulaVista/Fresno/Lancaster/Redding/Ventura/
West Los Angeles

Exam Code: 2VA50

The above examination bulletin has been amended as follows:

****Final File Date Extended: October 31, 2012 (5:00 PM)**



Security Guard
Examination Announcement
California Department of Veterans Affairs

Open Examination for the Following Location(s):
Sacramento Headquarters and the Veterans Homes of California-
Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura & West Los Angeles

Final Filing Date: October 16, 2012

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.
WHO SHOULD APPLY	Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.
HOW TO APPLY	<p>Submit an Examination Application (STD. Form 678) AND a Qualifications Assessment to the address listed below:</p> <p style="text-align: center;">California Department of Veterans Affairs Attn: Security Guard Exam 1227 O Street, Room 404 Sacramento, CA 95814</p> <p>The Qualifications Assessment for Security Guard can be downloaded from the California Department of Veterans Affairs website at: http://www.calvet.ca.gov/Files/Exams/HQ/SecurityGuardQA.pdf</p> <p>The Examination Application (STD. Form 678) can be downloaded from the CA Dept. of Human Resources website at http://jobs.ca.gov/Profile/StateApplication</p> <p>All mailed applications must be postmarked no later than the final filing date or will not be accepted for any reason. Applications that are personally delivered or sent via interoffice mail must be received at the above address before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.</p> <p>Applicants may apply via mail or hand deliver the application to the Human Resources Division at the address listed above.</p> <p>Submit applications only to address indicated above. Do not submit to the CA Department of Human Resources.</p> <p>NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.</p> <p>Questions: If you have questions regarding this exam bulletin, please contact Vicki Jukich, Human Resources Division at (916) 651-3051.</p>
APPLICATION REQUIREMENTS	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).</p>
SALARY RANGE	\$2,173.00 - \$2,639.00
THE POSITION	Under direction, during an assigned shift, to guard and protect State property; and to do other related work.
MINIMUM QUALIFICATIONS	Ability to speak, read and write English at a level required for successful job performance.

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KNOWLEDGE, SKILLS AND ABILITIES	<p>Scope of the Examination:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Comprehensive knowledge of duties and responsibilities of a security guard in order to effectively perform the functions of the job2. Comprehensive knowledge of the Veterans Home grounds, including the names of the buildings, and locations of the gates/doors in order to effectively perform the functions of the job3. Basic knowledge of laws, regulations, and policies related to providing security at a State institution in order to effectively perform the functions of the job4. Basic knowledge of proper spelling, grammar and sentence structure to ensure that written materials (e.g., activity and incident reports) prepared and reviewed are complete, concise, and error-free as possible5. Working knowledge of communication skills (oral & written) in order to exchange information6. Working knowledge of communication equipment (e.g., telephone, two-way radio) in order to exchange information7. General knowledge of operating motorized vehicles (e.g., golf cart, Segway, car) in order to perform functions of the job,8. General knowledge of Cal-OSHA, Department of Motor Vehicles (DMV) and California Highway Patrol (CHP) rules, laws and safety regulations <p>Skill to:</p> <ol style="list-style-type: none">1. Skill in safely operating motorized vehicles (e.g., golf cart, Segway, car) while patrolling the grounds within the Veterans home. <p>Ability to:</p> <ol style="list-style-type: none">1. Ability to understand and carry out oral and written directions for successful job performance2. Ability to think and act quickly in emergencies and adopt effective course of action3. Ability to prepare and provide clear, concise and accurate reports of incidents in order to provide information, document issues, and maintain accurate records4. Ability to stand for prolonged periods in order to successfully perform functions of the job5. Ability to communicate well with supervisors, residents, staff and others in order to exchange information and/or provide direction6. Ability to read and write at a level appropriate for successful job performance7. Ability to use good judgment when faced with conflicting instructions and/or policies8. Ability to interact with supervisors, residents, staff, and the general public in a professional and courteous manner9. Ability to use a telephone and two-way radio to communicate to others10. Ability to independently make decisions and provide recommendations when confronted with situations when back up has not yet arrived11. Ability to abide by and adhere to department safety and security policies and procedures12. Ability to follow oral and written directions in order to effectively complete job assignments13. Ability to speak clearly so others can understand information that is given14. Ability to concentrate on a task over a period of time without being distracted15. Ability to apply general rules to specific problems to produce answers that make sense16. Ability to read a watch to document the time that an occurrence or incident has happened in a report17. Ability to work effectively as part of a team in order to fulfill a relevant role in the completion of job assignments18. Ability to identify safety or security hazards in the workplace to ensure a safe and hazard free working environment
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SPECIAL PERSONAL CHARACTERISTICS	SPC1. Willingness to work rotating shifts (days/swing/nights) SPC2. Normal hearing SPC3. Willingness to work outdoors in extreme weather conditions SPC4. Willingness to respond to changes in the workplace in a positive, professional manner SPC5. Willingness to work in a team environment SPC6. Willingness to be alert, courteous and professional in dealings with staff, residents, fellow employees and the public SPC7. Willingness to be flexible with assignment scheduling SPC8. Willingness to work holiday work shifts in emergency situations SPC9. Willingness to work weekend and/or alternate shifts SPC10. Stress Tolerant: Calm under pressure; retains composure and ability to function in the face of anxiety-provoking circumstances
EXAMINATION PLAN	<p>This examination will consist of Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment. See the section titled “How to Apply” for information on where to obtain a copy of the Qualifications Assessment and other needed materials.</p> <p style="text-align: center;">Qualifications Assessment – Weighted 100%</p> <p>Applicants who meet the “Minimum Qualifications” will have their Qualifications Assessment scored. If they pass the examination, they will be placed on the eligible list. Submission of the Qualifications Assessment and an Examination Application (STD. Form 678) is mandatory. Candidates who do not submit the completed Qualifications Assessment and Examination Application (STD. Form 678) will be eliminated from this examination.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application”. You will be contacted to make special arrangements. If you have any questions, you may contact the CalVet Examination Unit at (916) 653-2535.
VETERANS PREFERENCE POINTS/CAREER CREDITS	Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.
ELIGIBLE LIST INFORMATION	The resulting eligible list will be used to fill vacancies at Sacramento Headquarters and the Veterans Homes in Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura and West Los Angeles. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

<p style="text-align: center;">General Information</p> <p>If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.</p> <p>Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the testing department on this job bulletin.</p> <p>If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.</p> <p>The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</p> <p>Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department at (916) 653-2535.</p>	
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General Information, Continued

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

Veterans Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance examinations,** Veterans Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations,** Veterans Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans Preference Points. Veteran status is verified by the CalHR. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (STD. Form 1093) which is available at www.calhr.ca.gov and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. **(916) 653-1966.** California Relay Service for Hearing Impaired Only **(800) 735-2929**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

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